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Approved For Release 2000/08/04 : CIA-RDP78-05941A000200010001-0

28 June 1974

MEMORANDUM FOR: Deputy Director for Management and Services  
SUBJECT : Office of Personnel Report - Week Ending  
28 June 1974

1. Summer Interns: All except one of the 49 Summer Interns have entered on duty. The last student completes her processing 1 July. The first of the orientation briefing sessions was held on 27 June. The class includes 14 women, two of whom are black, and three black males.

2. Co-op Selection: Our first black co-op from the University of Missouri entered on duty with the Office of Technical Services on 24 June. The Office of Current Intelligence has accepted its first student from Spelman for their new minority co-op program.

3. Co-op Housing: Sixty-nine percent of the co-ops and interns who inquired about housing this summer have been placed as a result of the Employee Bulletin on housing. Others found housing through friends, relatives and newspaper ads.

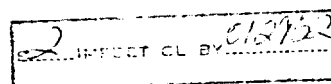
4. Skills Development Program: We conducted a Skills Development presentation on alcoholism on 24 June 1974.

5. Presentation: Members of the Plans Staff met with representatives of the Office of Training and Psychological Services Staff to discuss preparations for the counseling course to be presented for three days, beginning 31 July.

6. Personnel Development Program: We continued work on background information and format for distribution to the career services that will assist them in preparing their 1975 PDP submissions.

7. Minority Advertising: Mr. Thomas Holmes, Director of Equal Employment Opportunity, will make available to Recruitment Division slightly over \$2,000 for another advertisement in a Fall issue (probably October) of Ebony Magazine. Our first ad, which appeared in May, was quite successful, with some 60 or more responses.

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13. Rehired Annuitants: During the week the Director of Personnel approved the following retired annuitant cases for the Directorate of Management and Services:

25X1A [REDACTED] -- Office of Security --  
Independent Contractor -- one-year extension.

25X1A [REDACTED] -- Transfer from Office of  
Training to Office of Communications and one-  
year extension -- Independent Contractor.

25X1A [REDACTED] -- Office of Security --  
Independent Contractor -- one-year extension.

25X1A [REDACTED] -- Office of Security --  
Independent Contractor -- one-year extension.

Also, the following retired annuitant was terminated:

25X1A [REDACTED]

14. PERSIGN: Testing of PERSIGN reassignment and separation actions was conducted during the week.

25X1A 15. Telephone Directory: A second conference was held with members of the [REDACTED] the Telephone Facilities Branch, and members of OP on the upcoming consolidation of the CIA Telephone Directory approved by the DD/M&S. The new directory containing black, red, gray and green line extensions will be issued every six months beginning in October of this year and will replace three directories currently in use. Production of the directory will be dependent on the CEMLOC System.

16. Exit Processing: A total of 173 employees who are resigning or retiring will be checked out on 28 June. Of these, 153 have already been debriefed by the Office of Security.

17. Suggestion Awards Committee: This was a busy week for Suggestion Awards. The committee approved 10 cases for total awards of \$2,065 and recommended approval of two other cases for larger awards. Minimal awards totaling \$360 were approved by the Chairman of SAC for nine individuals.

25X1A

18. Savings Bonds: [REDACTED] attended a Savings Bonds luncheon at the Army-Navy Club on 27 June. This luncheon was sponsored by the Chairman of the 1974 campaign, Secretary of Agriculture, Mr. Earl L. Butz, to honor Federal employees responsible for organizing and contributing to this year's campaign.

Coming Events

1. The Red Cross Blood Mobile will visit the Agency on Tuesday, 2 July. We have been requested to provide 325 pints of blood this month in order to help meet the shortage that usually develops during the summer months.

2. We expect to complete the details on all position management surveys scheduled for this fiscal year.

3. We hope to work out the details of changes in overtime policy and regulations.

4. We plan on continuing full-time testing of PERSIGN actions.

5. The ADP Call for FY 1975 will be completed and submitted through channels to Chief, Plans Staff, DDM&S by 3 July 1974.

6. Records of PERSLOC (present locator), Redline, Greenline, Grayline files and the ZIP Code Master will be combined to test for individual record discrepancies preliminary to moving toward CEMLOC conversion.

7. Continue work on consolidation of FY 1974 OP Annual Report.

25X1A

[REDACTED]  
Acting Director of Personnel

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O-D/Pers: [REDACTED]:bkf (28 Jun 74)